

~~CONFIDENTIAL~~

Office of Training (Covert)

13 August 1951

MEMORANDUM FOR: Chiefs of Divisions and Staffs, OSO and OPC

SUBJECT : Revision of Policy and Procedure Pertaining to
Release of Training Materials

1. The following revised procedures governing the use of TRD training materials, by Divisions and Staffs, at both Headquarters and overseas installations, have been established. Such training materials, acquired or prepared primarily for instructional purposes within TRD, will include guides, manuals, lectures, problems, studies, visual aids, operational information techniques data, and such other material as has been determined to be of instructional value.

2. Processing. To facilitate processing, whether for Headquarters or overseas training purposes, Division and Staff personnel shall submit all requests, based on the attached outline, through appropriate channels, to the Assistant Director of Training (Covert), Room 201, Building [REDACTED]

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3. Security Clearance. Final security determination of the suitability of requests for overseas training materials shall be made by the Overseas Training Materials Committee, which committee shall communicate its decision to the Training Division in form of

- (1) Approval
- (2) Conditional approval, or
- (3) Disapproval

of the basic request. Where conditions permit required modification of the material will be accomplished within the Training Division.

4. The Training Division will forward the materials procured to the requesting office as rapidly as is consistent with the availability of the materials to TRD. Divisions will be held responsible for the strict observation of the limitations imposed by the OTMC on the use of training materials released to them.

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Assistant Director of Training (Covert)

Document No. _____

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S (C)

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DDA Memo 4 APR 57
Auth: DDA REG. 1771/52

Date: 02 MAR 1978 By: [Signature]